

Whistleblower Policy Document: Communication and Training Format

1. Purpose

This policy establishes guidelines for communicating and training staff regarding the Whistleblower Policy, ensuring that all employees understand their rights and responsibilities relating to reporting concerns or violations.

2. Scope

This document applies to all employees, contractors, and stakeholders involved with the organization.

3. Communication

1. **Policy Accessibility:** The policy will be published on the organization's intranet and included in the Employee Handbook.
2. **Awareness Emails:** Regular reminder emails will be sent to all staff regarding the existence and details of the Whistleblower Policy.
3. **Posters and Notices:** Summaries or notices about the policy will be displayed in common areas.

4. Training Format

1. **Initial Induction:** All new employees will receive mandatory training on the Whistleblower Policy as part of their induction.
2. **Annual Refresher Training:** All employees must complete yearly refresher training sessions (in-person or online).
3. **Training Content Includes:**
 - Definition and purpose of whistleblowing
 - Protected disclosures and reporting mechanisms
 - Confidentiality and non-retaliation assurances
 - Procedures for reporting concerns

5. Record Keeping

Records of communication and training completion will be maintained by the HR Department for audit and compliance purposes.

6. Review

This policy and related communication/training methods will be reviewed annually and updated as needed.

Important Notes

- Confidentiality for whistleblowers must always be respected.
- Retaliation against whistleblowers is strictly prohibited.
- Training should be customized for different employee roles if needed.
- All employees should know how and where to report concerns confidently.
- Document and track all training and communications for compliance.

